



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD  
**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
3650 SAYLORS POND ROAD  
FORT DIX, NEW JERSEY 08640-7600

**ARMY BULLETIN NO. 23**

**19 June 2002**

**REQUEST FOR CATERED MEALS OR SUPPLEMENTAL ITEMS OF SUBSISTENCE**

1. PURPOSE: This bulletin designates responsibilities and procedures for requesting catered meals or supplemental items of subsistence to support unit operational requirements.

2. REFERENCES:

- a. Army Regulation 30-1, dated 15 Aug 89.
- b. Federal Acquisition Regulation, part 13.106-1, dated 1 Jan 02.

3. PROCEDURE:

a. When requesting catered meals or supplemental items of subsistence (bottled water, soda, etc.), units will utilize DA Form 3953 (Purchase Request And Commitment), prepared in accordance with AR 30-1, Figure 10-3.

(1) Catered meal requests, estimated to cost more than \$ 2500.00, are required to be forwarded to G4-FST, NLT forty-five (45) days prior to scheduled activity.

(2) Catered meal requests, estimated to be greater than \$ 25,000.00, are required to be forwarded to G4-FST, NLT seventy-five (75) days prior to scheduled activity.

b. Units will annotate following listed information on DA Form 3953 (Enclosure 1- Hard Copy Distribution Only) and forward original copy to G4-FST, for review, approval, reservation of funds and coordination with USPFO-SSD-SC:

(1) Enter in block 7, "Purchased For": Training activity, date and time of consumption.

(2) Enter in block 25, "Purpose": Statement explaining reason for catered meal or supplemental item requests.

(3) Enter in block 15, "Description": Menu or specific items of food to be purchased.

c. Upon consumption of the meal, Unit Commander will verify that corresponding Cash Meal Payment Sheets and cash is on hand and properly accounted for. Unit Commander will forward copy of supporting DA Form 5913-R, Strength And Feeder Report (Consumption), with attached copy of receipt for purchased items, to arrive at USPFO-SSD-SC, NLT fifteen (15) days after purchase of the meal and or supplemental items.

d. In the event of an emergency or short notice request, unit representative will telephonically contact following listed POCs, in noted order of priority, for initial guidance and coordination:

(1) CW2 John Garrison, G4-FST, (609) 562-0281.

(2) SFC Christopher Giancola, USPFO-SSD-SC, (609) 562-0253.

(3) Ms Beverly Linzenbold, G4-BA, (609) 562-0278.

4. POC for additional information is CW2 John Garrison, G4-FST, (609) 562-0281.

OFFICAL:



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